



# **State Personnel Administration**

# **Leadership Boot Camp Information**

Workforce Development Division  
404.651.8686  
[www.spa.ga.gov](http://www.spa.ga.gov)

## WHAT IS THE *GEORGIA LEADERSHIP BOOT CAMP*?

This is the first of its kind in State government. The *Georgia Leadership Boot Camp* is five days of action-packed and intensive coaching and development, workshops and information sharing that will guarantee to make new leaders very effective in their new role. This is a must attend for new and experienced state government leaders.

The Boot Camp will be led by seasoned and experienced facilitators and will prove to be stimulating and thought-provoking. This Boot Camp will provide practical solutions to real challenges that exist in the workforce today.

## WHY ATTEND THE *GEORGIA LEADERSHIP BOOT CAMP*?

By attending the *Georgia Leadership Boot Camp*, you will receive invaluable training as a leader. You will get to work with other new and experienced leaders and get their perspective on the State's workforce.

You must arrive on time and prepared to work...you will be challenged intellectually, emotionally, as well as have your values, beliefs and, even, character get a make-over as well! We guarantee that you will view your priorities a little different after your brief time with us.

The *Georgia Leadership Boot Camp* is what leadership is all about and will provide you a series of awesome workshops that will enable you to leave with some of the best cutting-edge thinking, strategies and tools that you can implement immediately and excel as a leader in State government.

**CONTINUE READING ON THE NEXT PAGE TO FIND OUT WHAT YOU WILL GET FROM THE *GEORGIA LEADERSHIP BOOT CAMP***

## GEORGIA LEADERSHIP BOOT CAMP

Here at the Georgia Leadership Institute, we have worked over the past year to ensure that we bring you the best information and techniques to make you successful. The curriculum prepared for the *Georgia Leadership Boot Camp* is one you will not find anywhere else in State government.

By registering and participating in this Boot Camp, you are making a decision that will expose you to cutting-edge strategies, techniques, and the most effective tools delivered across five engaging and dynamic days to include:



### Legal Issues for Leaders

Hardly a week goes by without a news story of a lawsuit filed by an employee or former employee over perceived wrongs in the workplace. We are sometimes surprised at the size of the settlements that often reach into the millions of dollars. Participants will:

- Analyze potential reasons why employees and former employees might sue the organization or the supervisor.
- Prepare to avoid the most common mistakes that increase the risk of employment-related claims.
- Practice implementing positive management practices to decrease the likelihood of employment-related claims.



### FranklinCovey's Inspiring Trust

Several recent workforce studies have shown that the number-one cited characteristic of an effective leader is trust. *Great leaders don't dictate, they influence* and influence comes from your ability to engender credibility and inspire people to believe you...and believe in you. When your team members trust you as a leader, they will readily volunteer their best efforts.

- Understand how trust will help you produce better results—faster.
- Adopt the specific behaviors that build and maintain trust.
- Identify the “taxes” low trust exacts on the ability of your team to achieve your team's purposes.
- Increase attention on critical objectives instead of politics and hidden agendas.



## FranklinCovey's Leading Across Generations

For the first time in history there are four distinct generations in the workforce: Traditionalists, Baby Boomers, Gen Xers, and Millennials...all with their own perspectives, styles, and expectations. Unfortunately, where there are differences, often there are conflicts. But what if leaders could *leverage* the differences between generations instead of simply eliminating conflict? Let us show you how to:

- Gain an understanding of the specific differences between the generations that make up today's workforce.
- Resolve the points of friction where one generation's style or perspective is likely to conflict with those of another generation.
- Explore different "point of friction" scenarios using the included reference cards to find solutions.
- Follow a powerful 21-day implementation plan to put your new understanding of the generations into practice.



## Managing Employee Performance

This course presents managers and supervisors with an overview of the fundamentals of the Georgia Performance Management Process, including a familiarization with the functions and phases essential for managing employee performance. Course focus is on the four-phase model, central to the Georgia Performance Management Process, encompassing planning, coaching, evaluating and recognizing performance of employees. Managers and supervisors are provided tips, tools and techniques for developing and communicating employee performance expectations, giving performance feedback, conducting performance meetings, evaluating employee performance, strategizing performance improvement and professional development opportunities and more.

*Note: This course does not include ePerformance process or system training.*



## Introduction to Leadership

This powerful one-day course will introduce Boot Camp participants to the basic skills needed for successful leadership in state government. Topics that will be covered include:

- **Communication**  
Communication is at the core of leadership success. This module will address clear communication and listening, as well as awareness of individual communication styles.
- **Understanding and Managing Conflict**  
The ability to manage conflict at work is vital to leadership success. Participants will learn how to use conflict constructively in the workplace
- **Team Work**  
High-performance teams require different skills than do individuals working alone. This module will cover the basics of team performance and getting things done in groups. It will also help participants be better team members.
- **Performance Management**  
Working with others to get things done is what leaders do. Participants will explore how leaders can move beyond authority to using influence to get things done.



## Unlawful Harassment and Discrimination

This course provides managers and supervisors with strategies for ensuring and maintaining a workplace that is free from unlawful harassment and discrimination. An overview of the responsibilities of managers and supervisors in recognizing, handling and preventing unlawful harassment or discrimination in the workplace is covered. Best practices and techniques for proactively avoiding and resolving unlawful harassment and discrimination, or other similar inappropriate conduct, is also included.



## Ethics and Accountability in the Public Sector

This course highlights the role that managers and supervisors play in fostering good governance and sound public administration. Managers and supervisors examine their own standards for ethics and accountability in regard to the impact to employees, and the public sector, and learn how to function at a level that is conducive to ensuring and safeguarding the public trust. Techniques and strategies are also provided that managers and supervisors can use to promote ethical and accountable behavior among employees, including how to identify areas of employee-specific improvement needs that create a culture of ethics and accountability in the public sector.



## DiSC<sup>®</sup> Profile Assessment

The DiSC<sup>®</sup> assessment is designed to measure traits that are described by the DiSC model (Marston, 1928). Participants will receive an excellent introductory report that uses a positive, balanced approach to personal feedback. It explains the foundations of the DiSC model and provides personalized insight into the participant's DiSC style, motivation, and work habits. Participants can use their reports to learn about all the DiSC styles and to see the similarities and differences among the styles. These traits are discussed as "styles" and are summarized briefly below:

- Dominance (D): direct, strong-willed, and forceful
- Influence (i): sociable, talkative, and lively
- Steadiness (S): gentle, accommodating, and even-tempered
- Conscientiousness (C): reserved, analytical, and logical

## ***GEORGIA LEADERSHIP BOOT CAMP PROMISE***

Georgia Leadership Institute promises that after your participation in the *Georgia Leadership Boot Camp* you will become a leader that is more credible and capable of producing better results through effective leadership and teamwork.

Don't let an opportunity pass you that will accelerate your Leadership development in the state of Georgia.

You can find the registration form for the Boot Camp on our website, located at <http://www.spa.ga.gov/gli/flash/v3/index.htm> under "Special Events". Please don't forget to fill-in your dates of attendance; seating is limited.



## State Personnel Administration Georgia Leadership Institute Location

---



### **Floyd Veterans Memorial Building**

State Personnel Administration  
Floyd Veterans Memorial Building  
Suite 1920, Twin Towers (West)  
2 Martin Luther King, Jr. Drive, S.E.  
Atlanta, GA 30334-5100

#### **Location**

The entrance to the Floyd Building is located directly Northeast of the State Capitol at the block of Piedmont Avenue and Martin Luther King, Jr. Drive.

#### **Taking MARTA**

MARTA is the recommended mode of transportation for visitors, when possible. MARTA's Georgia State Station is on the East/West Line with an exit directly into the Floyd Building. **All employees and visitors are required to have a valid picture I.D. as they enter the building from the MARTA entrance. If a visitor or employee does not have a valid picture I.D., they must enter from the front of the building at the Martin Luther King, Jr. Drive entrance.** The telephone number for MARTA schedules and routes is (404) 848-4711; or you can check out their website at <http://www.itsmarta.com/>.

#### **Arriving by Car**

Parking is available at several downtown lots. However, the Pete Hackney parking deck, at the corner of Decatur Street and Jesse Hill, Jr. Drive, is recommended by the Georgia Building Authority. Daily parking is limited and sometimes not available, especially during the annual legislative session. **All visitors are required to have a valid picture I.D. and must enter through the front door located on Martin Luther King, Jr. Drive.** For directions to get to the Floyd Building, see next page.



## Directions to the Floyd Veteran Memorial Building

---



show a valid picture I.D.

### **Driving Directions**

#### **Southbound on I-75/I-85:**

Take Exit 248-A (MLK Jr. Dr.). Stay in right lane on exit ramp. Yield to the right onto Jesse Hill Jr. Drive. The entrance to the parking deck is on your right immediately after the pedestrian bridge (Pete Hackney Garage, \$5.00 per day). To enter the Floyd Building, you will need to

#### **Northbound on I-75/I-85:**

Take Exit 246 (Fulton Street). Take the right exit. Turn right at the traffic light. Move to the left lane. Turn left at the traffic light onto Capitol Avenue. Stay in the right lane. Stay on Capitol Ave. past the State Capitol on your left. Turn right at traffic light onto MLK Jr. Drive. Next, turn left at the traffic light onto Jesse Hill Jr. Drive. The entrance to the parking deck is on your right immediately after the pedestrian bridge (Pete Hackney Garage, \$5.00 per day). To enter the Floyd Building, you will need to show a valid picture I.D.

#### **Westbound on I-20:**

Take Exit 58A (Capitol Avenue). Stay in the right lane. Take a right onto Capitol Avenue. Stay on Capitol Ave. past the State Capitol on your left. Turn right at traffic light onto MLK Jr. Drive. Next, turn left at the traffic light onto Jesse Hill Jr. Drive. The entrance to the parking deck is on your right immediately after the pedestrian bridge (Pete Hackney Garage, \$5.00 per day). To enter the Floyd Building, you will need to show a valid picture I.D.

#### **Westbound on I-20: Alternate Route**

Take Exit 58B (Hill Street). Stay in the right lane. Take a right onto Hill Street. Get in the left lane. Stay on Hill Street past two traffic lights and after going under railroad tracks. At the next traffic light, turn left onto Decatur Street. At the second traffic light, turn left onto Jesse Hill Jr. Drive. The entrance to the parking deck is on your left immediately before the pedestrian bridge (Pete Hackney Garage, \$5.00 per day). To enter the Floyd Building, you will need to show a valid picture I.D.

#### **Eastbound on I-20:**

Take Exit 56B (Windsor St/Spring St). Continue on ramp to third traffic light. Turn left onto Central Ave. Stay in right lane. At the MARTA overpass traffic light (5-way intersection), take right onto Memorial Drive. Continue on Memorial Dr. to third traffic light. Turn left onto Capitol Avenue. Stay in right lane. You will pass the State Capitol on the left then turn right at the traffic light onto MLK Jr. Drive. Next, turn left at the traffic light onto Jesse Hill Jr. Drive. The entrance to the parking deck is on your right immediately after the pedestrian bridge (Pete Hackney Garage, \$5.00 per day). To enter the Floyd Building, you will need to show a valid picture I.D.